

## **AGREEMENT**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_, by and between the \_\_\_\_\_ Cabinet, Kentucky and Employee,  
\_\_\_\_\_ regarding pay for the \_\_\_\_\_ - \_\_\_\_\_, 20\_\_\_\_  
pay period ("Pay").

**WHEREAS**, the Employee has been advised that there is a delay in the processing of the pay referenced above;

**WHEREAS**, the Cabinet is legally obligated pursuant to KRS 337.020 to provide all wages and salary not otherwise paid at the regularly scheduled pay date upon six (6) days' demand;

**WHEREAS**, the Employee's Pay is scheduled for the next off-cycle payment, which is within the six (6) day obligation; and,

**WHEREAS**, the Cabinet and Employee desire to provide the Pay as soon as possible;

**NOW, THEREFORE**, in consideration of the conditions contained herein, the Cabinet and Employee mutually agree as follows:

**Section 1.** The Cabinet has prepared and executed a SAS-27, which will provide the net payment owed to Employee for the Pay.

**Section 2.** Upon receipt of the SAS-27 payment, which should reflect the total net Pay owed, the Employee agrees he/she has received the net Pay referenced above.

**Section 3.** The Cabinet will process Employee's Pay on the next offcycle payment as originally scheduled, for the purpose of ensuring all taxes and other deductions are correctly paid, while also capturing the information in KHRIS (Kentucky Human Resource Information System) for reporting purposes.

**Section 4.** Employee agrees he/she has no right to the off-cycle net payment, as net pay has already been received for the pay period referenced above, and agrees to assign and return the off-cycle net payment to the Cabinet immediately.

**Section 5.** The parties agree that in the event there is a question about the Pay amount, this Agreement does not address such questions, and

those issues will be resolved in the ordinary manner.

**Section 6.** The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this Agreement or any of its terms.

**IN WITNESS WHEREOF**, the Cabinet and Employee have executed this Agreement as of the date first written above.

**COMMONWEALTH OF KENTUCKY,**  
\_\_\_\_\_**CABINET**

\_\_\_\_\_  
**Authorized Representative**

\_\_\_\_\_, **EMPLOYEE**

\_\_\_\_\_**CABINET**

\_\_\_\_\_  
**Employee Signature**